



# CITY OF WILLIAMSBURG

Planning Department - Codes Compliance Division  
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## Non-Residential Permit Application Checklist

### All Construction

- Complete permit application making sure that all areas are filled out completely, signed and dated. Include square footages for new construction or areas being renovated.
- Provide appropriate state and local licenses or exemption from state licensing affidavit.
- Two sets of plans with adequate details to include architectural, structural, plumbing, mechanical (including fire damper locations), electrical, and gas drawings. (**Note:** One set of plans is required to have original seals if prepared by a licensed design professional. All other sets can be copied seals.)
- If plans are not prepared by a licensed design professional and are exempted by state law, they must have the name, address, occupation, and phone number of the designer or tradesman. Include tradesmen's card number where applicable on plumbing electrical, gas, and mechanical drawings.
- Plans must show construction type, use group, height and area limitations, occupant loads unless work is an interior alteration that does not include a change of building use.
- Plans must indicate if a fire alarm, fire sprinkler, and/or a fire detection system are required. (May be waved if work is of a minor nature or reconfiguring of an existing use of the building.)
- Plans must also show partition material and construction types, fire rated assemblies and penetration types (with applicable design numbers, continuity details and descriptions, and locations).
- Provide soils report for new construction and additions.
- Provide a complete statement of special inspection signed by all parties when required by BOCA Chapter 17.
- Provide structural, wind and floor design loads on the plans. (May be waved if work is of a minor nature or reconfiguring of an existing use of the building.)
- Calculations shall be provided to support structural design, HVAC ventilation requirements, model energy code envelope compliance, and electrical demand calculations. (May be waved if work is of a minor nature or reconfiguring of an existing use of the building.)

### Renovation, Alterations, and Change of Use

- Complete an asbestos affidavit for all commercial and residential with four or more units undergoing alteration, renovation, and addition projects.
- Provide a completed accessibility compliance work sheet for commercial renovations. (May be waved if work performed will bring area under full compliance with accessibility provisions.)
- For change of building use, provide documentation of how the new use will meet the Virginia Uniform Statewide Building Code or a BOCA Chapter 34 Alternate Change of Use Compliance Worksheet, prepared and sealed by a Virginia licensed design professional when required by state law. Change of use application should be supported with documentation indicating floor load compliance for the new use.

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Applicants Signature

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Date